

CITY OF CEDARTOWN
201 East Avenue
Cedartown, Georgia 30125
770.748.3220 phone * 770.748.8962 fax
www.cedartowngeorgia.gov



DEPARTMENT: ADMINISTRATION

POSITION/TITLE: STAFF ACCOUNTANT

SALARY RANGE: MINIMUM \$36,160 ANNUALLY OR 17.39 PER HOUR

JOB SUMMARY:

Under the general supervision of the City Clerk or designee, the Staff Accountant will assist with the preparation and help maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. No supervisory control is exercised by a person in this position.

JOB FUNCTIONS:

Duties/Responsibilities:

- Performs general accounting and other related duties for the organization.
- Assists with monthly balance sheets, income statements, and profit and loss statements.
- Assists with maintaining the general ledger.
- Codes invoices, sets up new accounts, and reconciles accounts
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Assists with and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files tax forms with federal, state, and local government agencies, as needed
- Coordinates with software vendor to maintain accounting software systems, as needed
- Maintains knowledge of acceptable accounting practices and procedures.
- Assists with property tax billing and collection of property taxes
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Ability to correctly prepare tax reports.
- Proficient with Microsoft Office Suite or similar software, and accounting software.

BENEFITS:

- Health Insurance
- Retirement
- Paid Personal Leave
- Dental, Vision
- Paid Holidays
- City Paid Life Insurance
- Disability Insurance
- Paid Vacation and Sick Leave

DATE POSTED: 12/15/2022 **APPLICATION DEADLINE:** until filled

For a detailed Job Description, please contact Stephanie Rooks at 770.748.3220